

CCBC ESSEX STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

The students of CCBC Essex, in the belief that college life offers many and various opportunities for students to develop awareness of their rights and responsibilities as members of the community, do hereby establish this constitution for the Student Government Association. The upholders of this constitution shall provide a voice for all students and maintain an open line of communication between students, faculty, other committees, governing bodies, and administration. The upholders will also work with, and give recommendations to the administration for the betterment of student life.

ARTICLE I. NAME

The name of the organization, for all official intent and purposes, shall be the CCBC Essex Student Government Association, hereafter referred to as the "SGA."

ARTICLE II. PURPOSE

The purpose of this organization shall be to work constructively to promote the general welfare of the Student Body and the College as a whole with respect to the academic and social activities and all other matters that are referred to the Student Government by the College Administration, by the faculty, or by the members of the Student Body.

ARTICLE III. CONSTITUTIONAL AUTHORITY

This constitution shall be the fundamental law governing the actions of the entire student body; this includes the Student Government Association as well as any and all student clubs and organizations. This constitution supersedes any and all constitutions of student clubs and organizations at CCBC Essex.

ARTICLE IV. MEMBERSHIP

Every student, regularly enrolled in CCBC Essex, both full and part time, shall be a member of the SGA without regard to sex, sexual orientation, race, ethnic background, national origin, age, disability, or religion. For the purpose of participation in SGA, those students who are currently enrolled and have completed a total of 24 semester credit hours shall be considered sophomores. Those students who have completed fewer than 24 semester credit hours shall be considered freshmen.

SECTION A. EXECUTIVE BOARD (EXECUTIVE BRANCH)

The Executive Branch of this government shall consist of the following officers: president, vice-president, treasurer, secretary, and The Chief of Staff. The president if deemed necessary may appoint a parliamentarian and a historian. All members must maintain their qualifications. Qualifications for the Executive Board are as follows: One prior semester of Student Activities experience in any collegiate level, a GPA of at least 2.0, and time commitment of 2 hours per week.

Sub Section 1. POWERS and DUTIES of the PRESIDENT

- a. Preside over all meetings of the SGA.
- b. Execute the proposals enacted by the SGA.
- c. Call special meetings of the SGA.
- d. Fill all vacancies in the SGA occurring after the fall elections with the approval of two-thirds majority vote of the SGA.
- e. Establish ad hoc committees.
- f. Recommend formation of new standing committees.
- g. Make appointments of all standing committee chairpersons and letters of recommendations with advice and consent of the SGA.
- h. Approve all members of standing, ad hoc and campus committees.
- i. Make appointments to ad hoc committees.
- j. Appoint a parliamentarian with the assistance of the election/screening committee.
- k. Shall not have a vote, except in case of a tie, or may vote in favor of the minority making the vote a tie, thus defeating the issue.
- l. Shall relinquish the chair to take part in floor debate.
- m. Shall be the student representative on the Community Colleges of Baltimore County Board of Trustees, (when applicable).
- n. n. Shall request a voting member, viewed as having a conflict of interest concerning a motion on the floor, to abstain.
- o. With the advice and consent of the executive officers, carry out such items, in an emergency situation, that may arise between meetings of the SGA as long as it does not conflict with the general standards, opinions, or procedures of the SGA.
- p. Shall report to the President of the college and the Dean of Student at least once a month with the SGA Officers
- q. Has the power to veto any work submitted to the President's office by the SGA
- r. Establish agendas for weekly meetings with the aid of the Student Government Advisor and fellow SGA officers

Sub Section 2. POWERS and DUTIES of the VICE-PRESIDENT

- a. Shall hold the office of vice-president and senator concurrently and so shall have a vote.
- b. Shall be the chairperson of the President's Council.
- c. Approve or disapprove request for proxies.
- d. Accept or reject excuses for excused absences.
- e. Shall carry out duties assigned by the president.
- f. Shall have the power to execute the powers and duties of the president, in the president's absence or impeachment hearings.
- g. May not miss more than two meetings per academic session.
- h. Must serve on at least one committee per academic session of office.
- i. Shall assume the office of the president if that office should become vacant until the end of the academic session when new elections shall be held.
- j. Shall be the chairperson of the election committee, and report to the president the findings of the committee.

Sub Section 3. POWERS and DUTIES of the TREASURER

- a. Shall hold the office of treasurer and councilperson concurrently and so shall have a vote.
- b. Shall serve as the vice-chair of the student finance board under the staff chairperson, and shall be the senior student of the student finance board.
- c. Present financial reports to the SGA as established by the SGA.
- d. May not miss more than two meetings per academic session.
- e. Must serve on at least one committee per academic session of office, at the discretion of the president.
- f. Shall become presiding officer, with a vote only in case of a tie, in the absence of both the president and vice - president.
- g. Shall carry out the duties assigned by the president.
- h. Manage and keep records of finances.
- i. Appoints student members of the Student Finance Board

Sub Section 4. POWERS and DUTIES of the SECRETARY

- a. Shall conduct a Roll Call at every SGA Meeting.
- b. Shall hold the office of secretary and councilperson concurrently, and so shall have a vote.
- c. Shall perform such duties as needed by the Executive Board for SGA purposes.
- d. May not miss more than two meetings per academic session.
- e. Must serve on at least one committee per academic session of office, at the discretion of the vice-president.
- f. Shall carry out the duties assigned by the president.
- g. Keep a record of attendance at all SGA meetings, including visitors.
- h. Record, maintain, and post the complete minutes of each SGA meeting.
- i. Keep and maintain a permanent record of the constitution of the Student Government Association.
- j. Maintain a list of committees, including members and dates of all actions.
- k. Type all correspondence from the SGA to the campus organizations.
- l. Shall become presiding officer, with a vote only in the case of tie, in the absence of the president, the vice-president, and the treasurer.

Sub Section 5. POWERS and DUTIES of the CHIEF OF STAFF

- a. Shall hold the office of chief of staff and councilperson concurrently, and so shall have a vote.
- b. May not miss more than two meetings per academic session.
- c. Must serve on at least one committee per academic session of office, at the discretion of the vice-president.
- d. Shall maintain the Club and Organization Mail Boxes
- e. Shall be the main contact person for the Tri-Campus SGA
- f. Shall be in charge of publicity for SGA events
- g. Shall become presiding officer, with a vote only in the case of tie, in the absence of the president, the vice-president, the treasurer, and the secretary.
- h. Shall keep in contact with other clubs and organizations as to upcoming events that should be placed on the weekly SGA agenda
- i. Shall carry out other duties assigned by the president

SECTION B. SGA (LEGISLATIVE BRANCH)

The affairs of the Student Government Association SGA shall be the legislative branch of the Student Government Association and shall be the basic governing body of the Student Government. All works of this body must be submitted to the President for approval. In the event of the President's disapproval (veto), this body may override the veto with 75 % of the voting SGA voting in favor of an override.

Sub Section 1. Voting Membership

The following members have a vote on all matters brought before the SGA:

Vice-President	Secretary
CPB Chair Person	Chief of Staff
All Club Representatives	All Committee/Council Representatives

Note: One vote per person thus meaning one vote per club.

Sub Section 2. Non-Attendance during Voting

In the event that a club or organization is not present during a vote, that particular club or organization has 48 hours to record their vote with the SGA Secretary.

Sub Section 3. Attendance & Lateness

All clubs and organizations on the campus of CCBC Essex must send at least one representative to all meetings of the Student Government Association's SGA. In the event that no representative can be sent, the Advisor and/or the President of that particular club or organization only must submit their reason for non-attendance to the Vice-President of the SGA for approval or disapproval. Each club and organization is permitted only one unexcused absence per semester. Three lateness amount to an unexcused absence. Lateness is considered late when the roll is completely called. All punishments for attendance and lateness will be handed down by the Student Fairness Board. If any rules and regulations were broken, this board has the power to set forth any punishment deemed necessary with the permission of the President of the SGA and the Advisor of the SGA.

Sub Section 4. Leadership Restrictions

In order to improve and enhance leadership, a student may not represent more than one club or organization. Thus one vote per club, one vote per person.

Sub Section 5. Vacancies

The SGA Council shall elect a qualified person to fill any vacancy in membership. Notification of a vacancy shall be made public to the entire student body at least two weeks prior to being voted upon by the SGA Council, and within one week of said vacancy. Nominees for this vacancy shall come from the floor of the SGA Council or from an individual with the signatures of at least 5% of the student body. Vacancies shall be filled by sophomores and

freshmen, respectively. Executive Board vacancies, except President, shall be elected from the appropriate delegate members after all vacancies in delegate membership have been filled by the President of the SGA with the consent of the SGA Council.

Sub Section 6. Advisor

The Student Government Association shall have a faculty adviser appointed by the Dean of Students who shall act in an advisory capacity, and serve as an ex-office member without voting power.

ARTICLE V. ELECTIONS, INITIATIVE AND REFERENDUM

SECTION A. ELECTIONS

- a. All Student Government Association elections shall be conducted in accordance with the rules and procedures established by the elections committee.
- b. The elections committee shall consist of a minimum of three Student Government Association members and a faculty advisor.
- c. Rules and procedures governing elections must be approved by a simple majority of the SGA Council.
- d. Any candidate who wishes to campaign will be responsible to run a fair and honest campaign. They will also be responsible for funding their own campaign. They will not receive any money or printing from SGA or The Office of Student Life.
- e. In case of a tie during any election of SGA, a campus wide re-election will be held within two weeks. The run-off will include only those candidates who received tie votes in the original election. No write-in votes will be accepted during run-off elections.
- f. The President of the SGA, an employee of the Office of Student Life, and a member of the Election Committee will be present at the time of tabulating the ballots.
- g. In the event all parties are not available for tabulating, all voting propaganda must be turned in to the Security office until they can be tabulated.
- h. The names shall be listed on the ballot in no particular order.
- i. Nominations for all SGA positions shall be taken during office hours of 8:30 a.m. to 4 p.m. and be concluded at least two weeks to the date specified for elections.
- j. All candidates for office must have a cumulative GPA of 2.0 and have no financial obligations to the college at and during the time of candidacy.
- k. All candidates for office must adhere to election rules and regulations.
- l. Poll must be open from 9 a.m. to 8 p.m.
- m. Ballots must also provide a space for write-in candidates.
- n. Elections must be held within 3 weeks before or after spring break and must be held for two consecutive days.
- o. Voting privilege shall be limited to those students whose names appear on the official class roster; student ID'S must be checked at the time of voting by those representatives of the Election Committee manning the polls.
- p. All candidates running for President, Vice-president, must have one prior semester experience in Student Government at any collegiate level.
- q. Terms of office for elected officials shall run from June 1 to May 31.

SECTION B. INITIATIVE AND REFERENDUM

- a. A ballot may be initiated by the submission to the SGA assembled, of a petition signed by at least 13 of the membership of the Student Government Association. Any member of the SGA may present a petition to the SGA.
- b. The President of the SGA shall immediately establish a committee consisting of two council members, two petition signers who shall decide, by a majority vote the validity of the signatures.
- c. If termed valid, a ballot shall be taken within three weeks of the presentation of the petition to the SGA.
- d. It shall be the responsibility of the elections committee to organize voting procedure and to announce the outcome of the balloting.
- e. Students shall be notified at least one week in advance of the ballot.
- f. The motion shall be successful if it is approved by two-thirds majority of the voting membership of the SGA providing at least 25 of the membership votes.

Sub Section 1.

The SGA shall take immediate action on any successful motion of the initiative or referendum.

ARTICLE VI. IMPEACHMENT

Members of the SGA may be impeached for violation of the Constitution or failure to perform the duties outlined in the Constitution, or failure to comply with SGA attendance policy. The person who is being considered for removal for any of these reasons will be notified of the charges brought against him/her by the President. The officer will be invited to a session of the SGA, where the charges will be discussed. The accused will be able to plead his/her case. The SGA will discuss the charges in public session and vote to remove or disregard the charges. In the event the President is considered for impeachment, he/she will be notified by the SGA Advisor and follow the same process. A two-thirds vote in favor of impeachment will be needed to impeach a member from office. In the case of the President, there must be a three - fourth vote in favor of impeachment.

ARTICLE VII. BY-LAWS

SECTION A.

In accordance with Article IV, Section B, Sub Section 3 of this constitution. All organizations and individuals attendance shall be reported in the following manner: Excused (meaning usually in attendance but has permission from the Vice-President or non-attendance). Unexcused (meaning not in attendance without prior permission) Exempt (meaning doesn't have to attend SGA Meetings on a regular basis because of prior academic/social obligations.)

Voted and approved unanimously by SGA and the Executive Board on 3/13/96.

ARTICLE VIII. STUDENT FINANCE BOARD

The responsibilities of this board are to allocate funds given to Student Government via the Student Activities Fee. This board is to allocate funds to all recognized clubs and organizations who submit a budget proposal by the appropriate deadline set by this board. This board is to hear budget request verbally from the particular club or organizations advisor,

president, or treasurer. Final approval of the recommendations of this board only needs to be approved by the SGA Advisor, the Director of Student Life, the Dean of Students and the President of the College

SECTION A. POWER and DUTIES of the STUDENT FINANCE BOARD

- a. Yearly budget allocation requests for the following year are to be submitted to the Student Finance Board no later than the third week in March. These budget requests must be approved and signed by their faculty advisors.
- b. In order to be eligible to receive funds from the Student Finance Board, an organization must be recognized and approved and signed by their faculty advisors.
- c. Memberships to any organization financed through the Student Finance Board must be open to all students at all times; these organization meetings must also be open to all students at all times.
- d. Organizations are not eligible for an allocation from the student fund, unless its membership or philosophy does not discriminate with regard to race, creed, color, sex, handicapped, age or national origin.
- e. Organizations that receive funds from the Student Finance Board are required to send a representative to all Student Government Organization meetings and to keep abreast of current issues and policies pertaining to student life.
- f. Monies distributed from the Student Finance Board funds must be allocated to those activities that fall within the statement of purpose of the organization.
- g. Funds presently available for allocation to student organizations consist solely of student activity fees. All organizations are encouraged to raise money for themselves for use for items not covered by the Student Finance Board budget allocation. However, the Office of Student Life must approve fund raising projects. All income earned or derived from outside sources must be deposited into the proper student account.
- h. All activities financed through the student fund and held on campus will carry a reduction in price for Essex Community College students who have paid an activity fee. Exceptions may be petitioned to the Student Finance Board.
- i. The Student Finance Board and the Office of Student Life must approve transfer of money from one account or organization to another.
- j. All requests for budget allocations must be submitted to the Student Finance Board chairperson at least five working days prior to the next scheduled meeting for distribution to Student Finance Board members.
- k. When an organization presents a budget request, the Student Finance Board will ask for a representative to be present at the specific time while the budget is being reviewed. If a representative is not present, the budget request will not be reviewed and will be tabled until it can be rescheduled.
- l. A formal letter will be sent to each organization to inform it of the Student Finance Board's action on its budget.
- m. If an organization wishes to protest its allocation, it can appeal by sending a formal letter to the Student Finance Board. This letter should state the organization's objections to the allocation. The Student Finance Board will then review the budget in light of the objections raised. A representative of the organization will be asked to be present for explanations at the budget review meeting.
- n. Non-members may attend budget hearings in a spectator capacity only when they have requested permission from the Board's Chairperson three school days prior to the Finance Board's meeting. If denied permission for attendance, non-

- members may make a brief appeal to the Board members at the beginning of the meeting. The Board's decision is final.
- o. Non-members are not permitted to attend Finance Board meetings when the agenda includes internal policy-making and proceedings.
 - p. Each organization receiving funds will be expected to maintain separate records of their cash receipts and disbursements for auditing purposes. The Student Finance Board will audit these records on a periodic basis.
 - q. The Student Finance Board on a periodic basis to determine whether funds are being spent wisely will review all budgets. If the Board determines that monies are being spent inappropriately, the Board may transfer monies back into the General Student Fund.
 - r. No person using student funds shall have any interest or derive any personal gain from any contract or purchases.
 - s. All organizations shall establish ticket accountability procedures in conjunction with the Office of Student Life and submit the same in written form to the Student Finance Board.
 - t. The Finance Board shall place at least 2 of the total student activity fees into a contingency fund to be carried over to the succeeding fiscal year to allow for the funding of new organizations or to allocate supplementary funds to existing organizations.
 - u. No organization shall be allowed more than ten percent (10) of their budget for conference or related travel expenditures. The Student Finance Board reserves the right to make exceptions to this rule.
 - v. Funding for banquets, meals, or refreshments for individual organizations is not an allowable expense. Exceptions to this regulation may be submitted to the Student Finance Board for consideration at least two weeks prior to the scheduled event. Contractual agreements are not subject to this procedure.
 - w. Money will not be budgeted for equipment, supplies, or programs whose primary use is for paying salaries of any type.
 - x. Any activities, programs, or organizations that do not adhere to the Student Finance Board and College policies will be denied the use of their funds until further action by the Student Finance Board and the College.
 - y. The Office of Student Life will be responsible for the administration and implementation of Student Finance Board budget allocations and policies.

ARTICLE IX. CAMPUS ORGANIZATIONS

SECTION A. NEW ORGANIZATIONS

- a. A club or special interest organization may be formed provided it coincides with the objectives of the College, and meets the requirements established by the College and by the Student Government Association.
- b. The procedure for establishing a new organization shall be as follows:
 - aa. A list of the names of at least 5 tentative members, including the names of a temporary three member executive board, shall be submitted to the SGA.
 - ba. A written constitution which shall include: name of organization, statement of purpose, membership, meetings, elections, structure, duties of officers, finances, affiliation (if applicable) and procedure for amendments; shall be submitted two copies for review and approval of the SGA.

- ca. The organization shall select a faculty advisor, subject to his/her consent, and submit his/her name to the SGA Advisor for approval.
- da. An itemized budget stating the source of income and the anticipated expenditures of the organization for the approval of the SGA Council.
- c. The organization shall be officially recognized only upon the approval of a simple majority of the SGA.

SECTION B. EXISTING CAMPUS ORGANIZATIONS

- a. Existing campus organizations shall be charged with certain obligations and restraints on the desire to achieve the closest compliance to the goals set forth in the purpose of this Constitution.
- b. At the beginning of each semester a list of current officers, and of the itemized expenditures and activities of the organization during the previous semester shall be submitted.
- c. All amendments to an organization's constitution are subject to the review and approval of the SGA.
- d. Upon the resignation or removal of its faculty advisor, an organization's membership shall select a new advisor, subject to his/her consent, and submit his/her name for the approval of the SGA Advisor.
- e. Leadership and membership shall not be restricted on the basis of race, creed sex, age religion, disability, nationality origin, or sexual orientation.

ARTICLE X. AMENDMENTS

Proposed amendments to this constitution must be submitted in writing to the President who shall circulate them to the members of the SGA for a period of at least one week prior to the SGA meeting at which they will be discussed. If approved by two - thirds of the total SGA, the amendments shall then be presented at a meeting of the SGA and must be ratified by a vote of three - fourth of the members present.

ARTICLE XI. ENACTMENT

This constitution shall replace all previous constitutions. This constitution shall become effective upon approval by two - thirds of the Executive Board and ratified at a meeting of the SGA by a vote of two - thirds of the members present.

CCBC Essex Student Government Association Constitution
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Revised Spring 2002
SGA President: Jennifer Volpe
SGA Vice-President: Elizabeth Achin
SGA Secretary/ Treasurer: Stephanie Pierce
SGA Chief of Staff: Shannon Darrow
SGA Advisor: Kimberly Branch